

# Administrative Assistant

**K-STATE**  
Research and Extension

Riley County

## Position Overview

The administrative assistant provides general administrative and financial management support to the Riley County K-State Research and Extension educational program. This position reports to the local unit director. The local Extension board provides the salary and benefits. The selected candidate will have on-the-job training by shadowing the current administrative assistant.

## Application Date

Review of applications will begin on February 21, 2025, continuing until the position is filled

## Appointment Type and Office Hours

Full-Time exempt: 40 hours/week

Monday through Thursday 7:30a-5:00p, Friday 7:30a-12:00p

## Preferred Knowledge, Abilities, and Skills

- Ability to represent the local office of K-State Research and Extension in a professional manner
- Attention to detail and strong organizational skills
- Proficient in Microsoft Office, Excel, and Quicken
- Ability to work independently and as a group
- Excellent written and verbal communication skills with stakeholders, the public, and colleagues
- Adaptability to a changing environment

## Responsibilities

### Extension Director and Office Support

- Serve as the primary assistant to the County Extension Director, handling a wide range of administrative tasks and duties as assigned
- Delegate tasks among office staff as needed
- Handle inquiries and general needs from the public as needed

## Financial Management

The position will handle the financial duties of Riley County: Extension Council, Fair Board, 4-H Council, and 4-H Foundation

- Duties related to such include:
  - Manage financial operations and budgets in coordination with the director
  - Handle accounts payable/receivable and vouchers
  - Management of grants
  - Administer Payroll and filing Federal and State deposits for the Riley County Extension Council
  - Prepare vouchers, audit materials, and monthly financial reports
  - Maintain records and reconcile accounts for budgets

## Fair and Fairgrounds Management

- Schedule facility usage, manage contracts, and coordinate with park employees for fairground setup, cleanup, and operations.
- Manage finances, payments, and communications related to fair activities
- Coordinate awards, livestock show-related duties, and judge communications.
- Assist with maintaining and operating the fair management program
- Fair will require hours beyond the normal workday.

## Benefits

Salary pay from \$55,000- \$65,000 depending on experience.

Benefits include health insurance, KPERS retirement, 12 days of paid vacation and sick leave per calendar year, holidays.

## Application Procedure

Interested and qualified candidates may submit complete application packets electronically or in person to [Daniel Skucius—skuciusd@k-state.edu](mailto:Daniel.Skucius@k-state.edu) or at 110 Courthouse Plaza, Room B220, Manhattan, KS 66502. A complete application includes a **Cover Letter**, a **Resume** and **contact information for three professional references**.